

~~CONFIDENTIAL~~  
Approved For Release

CIA-RDP70-00211R000200190004-4

## RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

**FEBRUARY 1958**

### I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY ( <i>Items 2 through 10 in cubic feet</i> )	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS ( <i>Number</i> )	56	464	
2. RECORDS ACCESSIONED	547	5,016	33,316
3. RECORDS DISPOSED OF AT CENTER	1	478	2,148
4. RECORDS TRANSFERRED FROM CENTER	1	923	4,905
5. RECORDS HOLDINGS	26,263		
6. DISTRIBUTION MATERIAL RECEIVED	127	1,777	19,519
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	114	912	5,200
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	60	386	3,409
9. DISTRIBUTION MATERIAL HOLDINGS	* 12,052		
10. TOTAL HOLDINGS	38,315		

### II. REFERENCE SERVICES

SERVICE ( <i>Number</i> )	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,127	6,178	50,012
12. INFORMATIONAL REQUESTS	200	624	3,752
13. INFORMATION REPORTS	163	2,050	
14. INTELLIGENCE REPORTS	4,792	25,438	
15. ADMINISTRATIVE ISSUANCES	197	5,846	
16. TOTAL	6,479	40,136	

### III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL ( <i>Number</i> )	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	8,567	82,828	
B. RETURNS	1,723	25,500	
18. ADMINISTRATIVE ISSUANCES	1,455	15,044	
19. TOTAL	11,745	123,372	

### IV. REPRODUCTION SERVICES

PROCESS ( <i>No. of pages</i> )	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	505	5,983	
21. PHOTOCOPY	35	552	
22. DITTO	6	233	
23. TOTAL	546	6,768	

### V. SHELVING UTILIZATION

SPACE ( <i>Cubic feet</i> )	REPORTING PERIOD	
24. TOTAL CAPACITY	41,220	
25. UTILIZED	38,315	
26. COMMITTED	2,484	
27. AVAILABLE	421	